



COMMONWEALTH of VIRGINIA
Dept. of Behavioral Health and Developmental Svcs.

1220 Bank Street
Richmond, VA 23219

FY2010 Annual SWaM Procurement Plan

Date of Submission: Tue Sep 22 15:56:27 EDT 2009

1. Agency/Institution Official Name: Dept. of Behavioral Health and Developmental Svcs.

Address: 1220 Bank Street, Richmond, VA 23219

2. Agency Code: 720 (Central Office)

Sub-Agency Code(s):

3. Agency Head: James S. Reinhard, M.D.

Phone Number: 804-786-3921

Email Address: james.reinhard@dbhds.virginia.gov

4. Secretariat: HHR

5. List your FY2010 SWaM expenditure goals for Small, Women- and Minority-Owned businesses as a percentage of your projected discretionary expenditures. Goals should include your projected sub-contracting expenditures if applicable. FY2009 goals were pre-filled from your FY2009 SWaM plan. FY2009 SWaM expenditures were system-generated from the SWaM Dashboard.

	MBE	WBE	SBE
FY2009 Agency SWaM Goals	1.01 %	1.5 %	21.9 %
FY2009 Agency Actual Expenditures	0.83 %	3.71 %	44.09 %
Total FY2010 Projected SWaM Spend Goals	1.01 %	2.4 %	30.4 %

(Percentage based on Discretionary Budget)

6. Describe the process for determining your SWaM goals and issues that have been taken into consideration for determining these goals

Goals were based on estimates of construction, architectural/engineering services and other purchases.

Construction represents about 85% of estimated spending. Actual estimated minority spending is 0.4% but the reporting system requires a value exceeding 1%.

II. Designation of Procurement Champion(s)

A. Purchases and Supply Division

Name: Joy Lazarus

Title: Administrative Services Director

Mailing Address: P.O. Box 1797 Richmond, VA 23218

Telephone/Fax: 804-786-4512

E-mail Address: joy.lazarus@dbhds.virginia.gov

B. Building and/or Construction Division (if applicable)

Name: Shirley Perrin

Title: General Administrative Supervisor I/Coordinator I

Mailing Address: P.O. Box 1797 Richmond, VA 23218

Telephone/Fax: 804-786-3960

E-mail Address: shirley.perrin@dbhds.virginia.gov

III. Responsibilities, Policies and Procedures

A. Who is responsible for the following (Name and Title for each):

1. Producing the Annual SWaM Plan for the agency? Joy Lazarus (Administrative Services Director)
2. Monitoring the agency spend with SWaM vendors? Joy Lazarus (Administrative Services Director)
3. Evaluating the progress in meeting the SWaM goals? Joy Lazarus (Administrative Services Director)
4. Planning and implementing agency participation in Diversity Outreach Events? Joy Lazarus (Administrative Services Director)
5. Providing training on SWaM policies and procedures for agency staff and end users? Joy Lazarus (Administrative Services Director)
6. Posting future procurement opportunities on eVA site? Joy Lazarus (Administrative Services Director)
7. Does the Agency Head meet with the SWaM Procurement Champion(s) on a regular basis to discuss the agency progress and/or barrier that prevent the agency from meeting the SWaM goals? No

If yes, how often:

B. Does your agency subscribe to the policies that follow:

1. All solicitations under \$5000 are issued as set-asides for DMBE certified Small Businesses? Yes
We obtain quote from available certified small business and award to certified small business if price is reasonable.
2. Solicitations between \$5000 and \$50,000 are issued as set-asides for DMBE certified Small Businesses? Yes

If adequate competition is expected. We have very few purchases in this dollar range.

3. Solicitations above \$50,000 are issued as set-asides for DMBE certified Small Businesses? Yes

If adequate competition is expected.

4. For all contracts in excess of \$100,000, prime contractors are required to submit Small Business Subcontracting Plans and proof of payment to the Subcontractors? Yes

5. All proposals from prime contractors are evaluated with weighted value assigned to the prime's Small Business Subcontracting Plan? Yes

Weight Assigned: up to 75% of assigned SWaM points

6. Does the agency apply a broad definition of "prior experience", not only to the firm but also to the personnel to be assigned to the contract, in order to include participation of SWaM businesses in state procurements? Yes

7. Does your agency make early postings of future procurement opportunities on the eVA website in order to allow SWaM businesses to prepare and compete for the solicitation? No

How far ahead?

8. Is training on the SWaM Initiative, and how to implement it, required of staff with procurement responsibility and end users? Yes

9. Are Outreach Events for certification/training/information purposes part of your agency's activities to enhance SWaM participation? Yes

How many will you attend in FY2010? 1

How many will you host in FY2010? 0

10. Does your agency have a policy in place for unbundling contracts in order to include SWaM Participation? Yes
If No, is there a plan to develop a policy for unbundling?

11. Does your agency have a pre-qualification program? No

12. Has the agency developed any pilot programs to increase opportunities for SWaM vendors to perform as prime contractors on Commonwealth projects? Yes

The Office of A&E Services uses DGS prequalified small businesses for all construction projects under \$500,000.

The Office of A&E Services is evaluating professional term contract proposals with a potential of 10% of the total evaluation linked to SWaM participation.

13. Does your agency have specific barriers or limitations that prevent your agency from achieving your agency

SWaM goals and plans? Yes

Certified small minority businesses are not available in the construction area and other commodities in which large purchases are made.

14. Do you have a review process to evaluate the agency progress in achieving the agency's SWaM goal? Yes

We review SWaM Dashboard transactions monthly for the Central Office and investigate payments to non-SWaM vendors. We compile and review DBHDS Central Office and facility results quarterly. We prepare weekly reports focusing on the Central Office or a facility.

C. Are there Procedures in place in your agency to do the following:

1. Distribute information to certified SWaM vendors, as well as potential SWaM vendors, about procurement opportunities and to increase SWaM participation? Yes

We invite participation from as many eVA-registered vendors as possible depending on dollar value of the purchase. The Office of A&E Services works closely with prime contractors to encourage and capture SWaM subcontracting. Project Managers address usage of SWaM subcontractors in pre-bid and pre-construction meetings.

2. Strongly encourage eligible vendors to apply for SWaM Certification? Yes

In all contacts with vendors we encourage them to seek SWaM certification if qualified and to register in eVA.

3. Provide a standard form including prime company name, prime TIN, sub company name, sub TIN, subcontracting payment amount and payment date, to a prime contractor to be used to capture the required data for subcontractors participating on the contract? Yes

4. Please list NIGP codes of product or service that the agency is experiencing difficulties in finding certified SWaM vendors: 909 910 925 240 920 958 948 560 914 952

5. Please list NIGP codes of product or service that the agency is making its most purchase: 909 910 925 240 920 958 948 560 914 952

6. Please provide the web link to your agency procurement policies: <http://www.dbhds.virginia.gov/OAS-default.htm>

7. Additional information:

Completed by: Joy Lazarus Signature: Joy Lazarus Date: 9/24/09
Reviewed by: James Reinhard, MD Signature: James Reinhard Date: 9/29/09

Agency/Institution Head

(The Plan must be reviewed, approved and signed by Agency/Institution Head)